



# Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

## Draft Minutes

Committee on Information Technology Meeting

**Thursday, February 16, 2023**

10:00 am – 12:00 pm

WebEx Online Event

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### Members

Carmen Chu, City Administrator, Chair

Linda Gerull, Chief Information Officer, Department of Technology

Michael Makstman, Chief Information Security Officer, Department of Technology

Sophia Kittler, Director, Mayor's Office of Innovation

Aaron Peskin, President, Board of Supervisors

Angela Calvillo, Clerk, Board of Supervisors

Ben Rosenfield, Controller

Carol Isen, Director, Department of Human Resources

Dr. Grant Colfax, Director, Department of Public Health

Dennis Herrera, General Manager, Public Utilities Commission

Michael Lambert, City Librarian, Public Library

Mary Ellen Carroll, Director, Department of Emergency Management

Ivar Satero, Director, San Francisco International Airport

Jeffrey Tumlin, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Sheryl Davis, Executive Director, Human Rights Commission

Charles Belle, Public Member

### 1. Call to Order by Chair

Carmen Chu called the meeting to order at 10:08 AM. Jillian Johnson provided instruction on how to give public comment, and conducted the roll call.

### 2. Roll Call

#### Members Present

Carmen Chu, City Administrator, Chair

Michael Makstman for Linda Gerull, Chief Information Officer, Department of Technology

Sophia Kittler, Director, Mayor's Office of Innovation

Calvin Yan for Aaron Peskin, President, Board of Supervisors

Angela Calvillo, Clerk, Board of Supervisors

Todd Rydstrom for Ben Rosenfield, Controller

Kate Howard for Carol Isen, Director, Department of Human Resources

Eric Raffin for Dr. Grant Colfax, Director, Department of Public Health  
 Jennifer S. Hopkins for Dennis Herrera, General Manager, Public Utilities Commission  
 Michael Lambert, City Librarian, Public Library  
 Michelle Geddes for Mary Ellen Carroll, Director, Department of Emergency Management  
 Eugene Chang for Ivar Satero, Director, San Francisco International Airport  
 Lisa Walton for Jeffrey Tumlin, Director, Municipal Transportation Agency  
 Natalie Toledo for Trent Rhorer, Executive Director, Human Services Agency

COIT Staff

Jillian Johnson  
 Julia Chrusciel  
 Danny Thomas Vang  
 Neil Dandavati

Guests

Presenters	Attendees	
Guy Clarke Eugene Chang Virginia Donohue Ariana Luchsinger Rohan Lane Kamroonbanu Mohideenbasha Herman Brown	David Pilpel Katie Petrucione Hussein Nagii Nahrein David Grace Ybanez Cyd Harrell Georg Wolf Edward de Asis Mehran Entezari Wayne Li Sean Finley Rin Coleridge	Zihong Gorman Brian Rodriguez ChiaYu Ma Dale Riley Heston P Jerry Burdick Rand Miyashiro Jason Blandon Payal Desai Kate Van Horne Rohit Gupta

**3. General Public Comment**

Public commenter David Pilpel expressed interest in the continuation of COIT Meetings (including its subcommittees) via a hybrid model starting in March, and requested that presentation slides be posted on the website in advance.

**4. Approval of the Consent Agenda (Action Item)**

- 4.1** Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e)
- 4.2** Approval of Meeting Minutes from January 19, 2022

The public commenter noted a couple of grammatical and typographical errors in the minutes.

Michael Lambert initiated a motion to approve the resolution and minutes with the suggested edits; Sophia Kittler seconded.  
 The motion was approved unanimously by Carmen Chu, Michael Makstman, Sophia Kittler, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Eric Raffin, Jennifer S.

Hopkins, Michael Lambert, Michelle Geddes, Eugene Chang, Lisa Walton, and Natalie Toledo.

**5. Surveillance Technology Policy - Airport - RFID-Toll Readers - Electronic Toll Readers - (Action Item)**

Guy Clarke and Eugene Chang presented their Electronic Toll Reader Surveillance Technology Policy and Surveillance Impact Report for review.

There was no public comment.

Sophia Kittler initiated a motion, Kate Howard seconded.

The motion passed unanimously by Carmen Chu, Michael Makstman, Sophia Kittler, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Eugene Chang, Lisa Walton, and Natalie Toledo.

**6. Surveillance Technology Policy - Animal Care & Control - Security Cameras - Security Cameras with CCTV software - (Action Item)**

Virginia Donohue, Ariana Luchsinger, and Rohan Lane presented their Security Cameras with CCTV Software Surveillance Technology Policy and Surveillance Impact Report for review.

Todd Rydstrom requested that the average unit cost be included in future impact reports. There was no public comment.

Michael Lambert initiated a motion, Sophia Kittler seconded.

The motion passed unanimously by Carmen Chu, Michael Makstman, Sophia Kittler, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Eugene Chang, Lisa Walton, and Natalie Toledo.

**7. City Disaster Preparedness, Response, Recovery, and Resilience (DPR3) Policy: Citywide Technology Resilience Standard (Action Item)**

Michael Makstman and Kamroonbanu Mohideenbasha presented their Citywide Technology Resilience Standard for review.

Angela Calvillo brought to the attention of the committee that the Board of Supervisors has charge of its office under their charter, Lisa Walton expressed similar sentiments about the Municipal Transportation Agency.

Public commenter David Pilpel requested that all acronyms be spelt out in its entirety before use, asked about the standard's relationship to other reporting and record management requirements, and inquired about the level of effort and resources that departments would have to comply (noting that it might be difficult for larger ones to meet the one-year deadline).

Todd Rydstrom initiated a motion to approve pending expansion of acronyms, Kate Howard seconded.

The motion passed unanimously by Carmen Chu, Michael Makstman, Sophia Kittler, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Eugene Chang, Lisa Walton, and Natalie Toledo.

## **8. Review and Approve the 5-Year ICT Plan for FY 2024-28 (Action Item)**

Jillian Johnson presented the ICT Plan for Fiscal Years 2023-24 through FY 2027-28.

Angela Calvillo asked if the ICT Plan offered any strategies for when a project does not receive any general or COIT funding, and if there was a consideration for critical projects that are needed for a department to function (such as the legislative management system). Kate Howard recommended reinforcing the point that there should be more coordination of policies and funding strategies across the city. Michael Makstman suggested that COIT staff look at funding models being implemented across the country.

Public commenter David Pilpel recommended that more language be included on phones, websites, themes, strategies, and examples.

Todd Rydstrom initiated a motion, Kate Howard seconded.

The motion passed unanimously by Carmen Chu, Michael Makstman, Sophia Kittler, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Eugene Chang, Lisa Walton, and Natalie Toledo.

## **9. Review FY 2023-24 & FY 2024-25 COIT Application Submissions**

Jillian Johnson presented a summary of the project submissions received for the FY 2023-24 & FY 2024-25 budget cycle.

Carmen Chu asked for clarification on the strategic alignment and benefits criteria, as well as vetting departmental need and progress. Carmen suggested looking at opportunities for smaller departments to jump onto an existing contract to minimize initial costs.

There was no public comment.

## **10. Chair Update**

Carmen Chu acknowledged the cyber security attack in Oakland, and that messaging has been sent out to city departments.

There was no public comment.

## **11. CIO Update**

Michael Makstman announced that the Department of Technology received two Good Government Awards for the 49 SVN Permit Center and the Fiber to Housing Project. Herman Brown gave an overview of eProsecutor, their new case management system.

There was no public comment.

## **12. Adjournment**

The meeting adjourned at 11:54 AM.